

Instructions for Accessing/Taking a Blackboard Exam in an ACC Testing Center

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Print these instructions and take them with you to the Testing Center.

1. Check-in with Testing Center personnel. ACC photo id is required. Review additional check-in requirements at:
<http://www.austincc.edu/testctr/studentarea.php>
2. After check-in, you will be directed to a testing center PC.
3. If **Blackboard** is open, go to step 4. Else, begin the login process by double-clicking on the “BB Test” or “Lockdown Browser” icon on the desktop.
4. The Blackboard home page opens.
 - a. Select “Login”.
 - b. If you receive an Error dialog box, just select “No” to the debug question
5. Enter ACCeID and ACCeID Password and then select “Login”.
6. Blackboard then opens with your settings.
 - a. Click on the appropriate course link.
 - b. The course page then opens.
7. On the menu on left, select “Assignments”.
8. On the Assignments page, select the appropriate link for the exam you are taking.
9. A new window opens
 - a. Recommend you enlarge the window for better viewing
 - b. Select “OK” to the instruction “Click ok to login to exam.”
10. A small popup window then opens:
 - a. Select “**No**” to the question “Did your instructor provide a password for accessing the exam?”
 - b. Select “Continue”
11. The popup window disappears and a system-generated password is then automatically populated in the password box.
 - a. **DO NOT ALTER THIS PASSWORD.**
 - b. Select “Submit”
12. Exam begins
 - a. No need to select “Save” for each question.
 - b. Just select “Submit” at the bottom of the exam when complete.
13. Pop up appears. Select “OK” to the instruction “Confirm Assessment Submission”
14. Next window “Click OK to review results”. Select “OK”.
15. Next window. Score is posted. Click “OK” to exit exam session.

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